

**COUNTY OF LOS ANGELES-DEPARTMENT OF MENTAL HEALTH
CHILDREN'S SYSTEMS OF CARE BUREAU
COUNTYWIDE SERVICES DIVISION**



VACANCY ANNOUNCEMENT

MENTAL HEALTH CLINICAL SUPERVISOR

**THIS IS NOT AN OFFICIAL EXAMINATION
COUNTY OF LOS ANGELES EMPLOYEES ONLY**

The Children's Systems of Care (CSOC)/Countywide Services Division (CSD) is seeking to fill a full-time position as a Mental Health Clinical Supervisor (MHCS). The CSOC/CSD is located at 600 South Commonwealth Ave., Second Floor, Los Angeles, CA 90005.

The MHCS will be responsible for supervising of clinical and clerical staff who provide contract monitoring and technical assistance to the Los Angeles County Department of Mental Health (LACDMH) Legal Entity (LE) Contractors.

In accordance with newly signed legislation, AB 403/Continuum of Care Reform (CCR), the MHCS will maximize the abilities of the CSOC/CSD staff to meet the responsibilities outlined in the legislation. This will include ensuring that all group homes desiring to become Short Term Residential Therapeutic Programs (STRTPs) meet the requirements, which include having a contract with the LACDMH and becoming Medi-Cal certified to bill Short-Doyle Medi-Cal. Additionally, all youth referred for placement by the Department of Children and Family Services (DCFS), Probation, regional centers and school districts require screening for suitability into and out of the STRTPs.

EXAMPLES OF DUTIES:

- Works with the Program Manager to determine program priorities and develop and implement plans to achieve stated priorities.
- Develops data gathering tools and works with the Health Program Analyst to provide clinically informed analyses of collected data for reports submitted to the Program Manager and the District Chief.
- Provides oversight and supervision of staff conducting site visits, to review clinical documentation and records, and developing program review summary reports, to evaluate program compliance and effectiveness.
- Provides daily supervision by assigning tasks and tracking the status of pending assignments.
- Facilitates ongoing staff trainings and ensures that staff are up to date on mandatory departmental trainings.
- Reviews and tracks staff Medi-Cal Administrative Activities (MAA) billing and other required documentation.
- Works with the Health Program Analyst to monitor the processing of Contract Negotiation Package submissions and revisions.
- Assists staff in providing technical assistance and follow up with LE Contractors as needed.
- Works with the Program Head to ensure coverage of assignments, duties, and rotating responsibilities such as Officer of the Day and Family Child Index.

- Prepares Performance Evaluations and provides direction, information, and corrective actions in order for program operations to run effectively.
- Represents LACDMH CSOC/CSD at meetings with LE Contractors and other County agencies as required by the Program Manager and District Chief.

DESIRABLE QUALIFICATIONS:

- LE contract monitoring or related experience.
- Experience working in the children's mental health system and with DCFS and Probation.
- Highly motivated, self-directed, committed professional with excellent organizational, interpersonal, and oral and written communication skills.

Interested individuals holding title to the above position should **fax or email** their resume, last two (2) Performance Evaluations and Master Timecard no later than October 28, 2016 to:

Mandy Zhong
Staff Assistant II
FAX: (213) 252-0234 or mzhong@dmh.lacounty.gov

AN EQUAL OPPORTUNITY EMPLOYER